

**Interim Teaching
Annual Staff Supervisor Approval Form**

Interim course offerings led by staff and administration are welcomed, but require the approval of the supervisor and department vice-president. *If you hold a 50% or greater faculty position, you do not need to complete this form.*

I, _____, discussed this Interim proposal with my supervisor, _____.

I understand that a course offered on campus will have 30 hours of student contact time plus course preparation time. In relationship to my regular responsibilities, we have selected the following option (please circle one option):

- A. I have a nonexempt position at Trinity. The time spent in preparing and leading this Interim will be in addition to my regular work responsibilities. That is, I will complete all of my regular work plus the preparation for and teaching of Interim, and all hours are considered work time. Thus, Interim compensation will be paid on a per hour basis for work in addition to my regular compensation at the same hourly rate for which I am paid for my regular work responsibilities (_____). Hours worked per week in excess of 40 hours will be paid as overtime. List rate here
- B. I have an exempt position and cannot complete all of my regular responsibilities during the two week Interim. I will receive my normal regular salary and will receive no additional compensation for teaching interim.
- C. I have an exempt position and have determined with my supervisor that I am able to perform all my regular job responsibilities in addition to teaching the Interim course. *I have attached a detailed proposal that outlines how I will perform all of my regular job responsibilities at the same time that I teach an interim class.* I will continue to receive my regular salary during this time. A one time amount of \$1,000, which is taxable, will be paid for teaching interim.

Employee Signature

Date

Signature of Supervisor

Date

Department Vice-President Approval

Date

I understand that the course content must still be approved and that teaching depends on college needs and actual course enrollment. This is an annual form, which must be completed and approved each time a member of the staff wishes to teach an interim.